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State of California—Health and Human Services Agency
California Department of Public Health



EDMUND G. BROWN JR.
Governor

**OFFICE OF AIDS
HIV Care Program**

**Management Memorandum
Memorandum Number 14-03**

September 26, 2014

TO: HIV CARE PROGRAM (HCP) CONTRACTORS

SUBJECT: HCP/MAI SEMI-ANNUAL PROGRESS REPORT

I. Purpose

The purpose of this Management Memo is to clarify for HCP and MAI contractors the new submission requirements for progress reports.

II. Policy

Contractors are now required to submit progress reports to OA on a semi-annual basis rather than quarterly.

The timeline for submitting Progress Reports is shown below:

NARRATIVE REPORT	REPORT PERIODS	REPORT PERIODS
MID-YEAR	APRIL 1 – SEPTEMBER 30	NOVEMBER 15
YEAR-END	OCTOBER 1 – MARCH 31	MAY 15

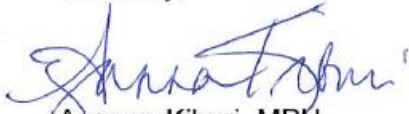
If the due date falls on a weekend, the progress report is due the following Monday.

The release the progress report template is forthcoming but it is delayed. Because of this delay and to ensure adequate time to respond, the November 15, 2014 due date has been extended until December 1, 2014.

If you have questions, please contact your Care Program Advisor. Current Care Program Advisor assignments are located on the OA website:

<http://www.cdph.ca.gov/programs/aids/Documents/11MAD3cCareAdvisors.pdf>

Sincerely,

A handwritten signature in blue ink, appearing to read 'Ayanna Kiburi', is positioned above the printed name.

Ayanna Kiburi, MPH
Chief, HIV Care Branch
Office of AIDS
California Department of Public Health